

297 - REPROGRAPHICS INTERNAL SERVICE FUND

Operational Summary

Description:

Support County agencies and operations by providing printing and publishing services.

At a Glance:

Total FY 2005-2006 Actual Expenditure + Encumbrance:	4,176,370
Total Final FY 2006-2007	4,920,626
Percent of County General Fund:	N/A
Total Employees:	26.00

Strategic Goals:

- Provide essential services within existing resources in a cost efficient & effective manner.
- Improve customer service through utilization of new technology, better training, effective project management and incorporation of best practices.

Key Outcome Indicators:

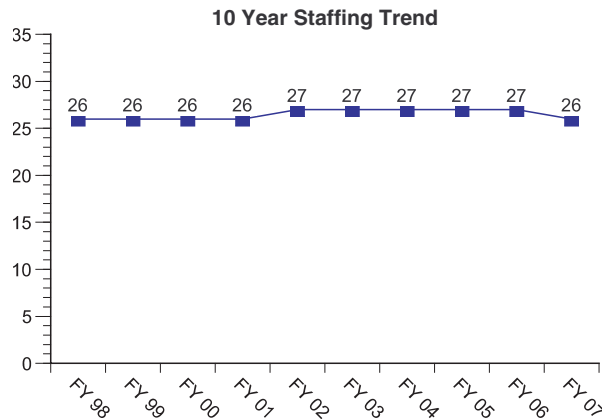
Performance Measure	2005 Business Plan Results	2006 Business Plan Target	How are we doing?
CUSTOMER SATISFACTION WITH REPROGRAPHICS SERVICES. What: Percentage of Publishing Services jobs completed to the satisfaction of requesting customers. Why: Indicates customer satisfaction with support to County agencies & operations by Publishing Services.	99%	97%	Exceeding 2005 plan target of 97%,customer surveys indicate 99% satisfied.
EFFICIENCY OF PUBLISHING SERVICES TO COUNTY AGENCIES AND OPERATIONS. What: Percentage of Publishing Services jobs completed and delivered on time. Why: Meet the printing requirements of our customers in an efficient cost-effective, and timely manner.	98%	97%	Exceeding target, completed and delivered 98% of the jobs on time.

FY 2005-06 Key Project Accomplishments:

- Installed security system cameras, monitor and entry intercom.
- Reduced warehouse space to accommodate CEO Records.

Reprographics ISF - Support County agencies and operations by providing printing and publishing services.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- Staffing has remained stable over the past 10 years, currently at 26 positions.

Budget Summary

Final Budget History:

Sources and Uses	FY 2004-2005 Actual Exp/Rev	FY 2005-2006 Budget	FY 2005-2006 Actual Exp/Rev ⁽¹⁾	FY 2006-2007 Final Budget	Change from FY 2005-2006	
		As of 6/30/06	As of 6/30/06		Actual Amount	Percent
Total Positions	27	26	26	26	0	0.00
Total Revenues	4,391,594	4,911,493	3,954,674	4,920,626	609,958	14.15
Total Requirements	4,337,714	4,911,493	3,818,432	4,920,626	1,102,194	28.87
Balance	53,880	0	136,242	0	(492,236)	-100.00

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2005-06 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Reprographics Internal Service Fund in the Appendix on page A229

Highlights of Key Trends:

- Increase use of technology - online resources and forms for County Agencies.

297 - Reprographics Internal Service Fund

Operation of Internal Service Fund 297 Operational Statement for the Fiscal Year 2006-2007

Operating Detail		FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2006-2007
		Actual	Actual	Proposed Budget	Final Budget
(1)		(2)	(3)	(4)	(5)
OPERATING INCOME					
7590	Other Charges for Services	3,322,891	3,326,201	4,250,281	4,250,281
7600	Special Assessments	2,887	0	0	0
Total Operating Income		3,325,778	3,326,201	4,250,281	4,250,281
OPERATING EXPENSES					
Salaries & Benefits					
0100	Salaries and Wages	8,096	(30,189)	0	0
0101	Regular Salaries	1,170,188	1,127,147	1,134,584	1,134,584
0102	Extra Help	81	64	0	0
0103	Overtime	10,611	6,853	16,970	16,970
0104	Annual Leave Payoffs	10,420	9,883	20,000	20,000
0105	Vacation Payoff	0	4,263	0	0
0106	Sick Leave Payoff	0	10,008	0	0
0110	Performance Incentive Pay	6,826	12	1,519	1,519
0111	Other Pay	8,094	7,614	10,500	10,500
0200	Retirement	151,656	174,336	257,134	257,134
0301	Unemployment Insurance	(2,055)	1,758	1,324	1,324
0305	Salary Continuance Insurance	437	458	454	454
0306	Health Insurance	196,385	177,198	190,212	190,212
0308	Dental Insurance	900	936	912	912
0309	Life Insurance	200	201	192	192
0310	Accidental Death and Dismemberment Insurance	35	37	36	36
0319	Other Insurance	14,400	13,798	14,256	14,256
0352	Workers Compensation - General	39,336	45,504	46,869	46,869
0401	Medicare	16,186	16,192	16,480	16,480
Total Salaries & Benefits		1,631,796	1,566,075	1,711,442	1,711,442
Services & Supplies					
0600	Clothing and Personal Supplies	5,495	5,058	5,500	5,500
0700	Communications	296	71	500	500
0701	Telephone/Telegraph - Interfund Transfer	9,459	10,921	10,500	10,500
1000	Household Expense	14,817	11,880	20,000	20,000
1001	Household Expense - Trash	2,626	3,746	3,000	3,000
1100	Insurance	8,154	9,126	12,764	12,764



Operation of Internal Service Fund 297 Operational Statement for the Fiscal Year 2006-2007

		FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2006-2007
Operating Detail		Actual	Actual	Proposed Budget	Final Budget
(1)	(2)	(3)	(4)	(5)	
1300	Maintenance - Equipment	61,757	81,514	129,300	129,300
1400	Maintenance - Buildings and Improvements	53,515	48,051	57,000	57,000
1402	Minor Alterations and Improvements	23,992	8,640	0	0
1500	Medical, Dental and Laboratory Supplies	0	41	0	0
1700	Miscellaneous Expense	16,322	2,325	20,000	20,000
1800	Office Expense	779,758	778,867	979,000	979,000
1803	Postage	0	0	20	20
1806	Printing Costs - Outside Vendors	6,027	0	20,000	20,000
1809	Minor Office Equipment to be Controlled	4,078	34,352	6,700	6,700
1900	Professional and Specialized Services	237,970	301,435	301,700	301,700
1901	Data Processing Services	36	0	100	100
1908	Temporary Help	0	0	10,000	10,000
1911	CWCAP Charges	104,458	157,761	158,796	158,796
2100	Rents and Leases - Equipment	670,588	650,301	793,000	793,000
2300	Small Tools and Instruments	1,581	118	1,000	1,000
2400	Special Departmental Expense	3,377	0	3,500	3,500
2405	Optional Benefit Plan	3,000	3,000	3,000	3,000
2600	Transportation and Travel - General	13	3	50	50
2601	Private Auto Mileage	0	0	400	400
2602	Garage Expense	6,659	16,403	10,000	10,000
2801	Utilities - Purchased Electricity	35,560	44,664	65,000	65,000
2802	Utilities - Purchased Gas	6,353	17,887	10,000	10,000
2803	Utilities - Purchased Water	1,079	1,291	2,500	2,500
	Total Services & Supplies	2,056,969	2,187,455	2,623,330	2,623,330
Fixed Assets					
4000	Equipment	0	0	284,500	284,500
	Total Fixed Assets	0	0	284,500	284,500
Miscellaneous					
5300	Depreciation	59,408	60,730	148,000	148,000
	Total Miscellaneous	59,408	60,730	148,000	148,000
	Total Operating Expenses	3,748,172	3,814,260	4,767,272	4,767,272
	Net Operating Income (Loss)*	(422,394)	(488,059)	(516,991)	(516,991)
NON-OPERATING REVENUE					
6610	Interest	32,007	57,529	33,000	33,000
7661	Other Sales - Taxable	286,201	278,614	265,000	265,000
7670	Miscellaneous Revenue	8,921	13,976	0	0
7680	Six-Month Expired (Outlawed) Checks	0	163	0	0
	Total Non-Operating Revenue	327,129	350,282	298,000	298,000

Operation of Internal Service Fund 297

Operational Statement for the Fiscal Year 2006-2007

Operating Detail		FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2006-2007
(1)		Actual	Actual	Proposed Budget	Final Budget
		(2)	(3)	(4)	(5)
NON-OPERATING EXPENSES					
1912	Investment Administrative Fees	1,311	1,288	1,760	1,760
3700	Taxes and Assessments	0	2,884	3,200	3,200
5400	Loss or Gain on Disposition of Assets	1,882	0	3,000	3,000
Total Non-Operating Expenses		3,193	4,172	7,960	7,960
Net Non-Operating Income (Loss)		323,936	346,110	290,040	290,040
Income (Loss) Before Contributions & Transfers**		(98,458)	(141,949)	(226,951)	(226,951)
FIXED ASSET EXPENDITURES					
4000	Equipment				
	Replacement***	0	44,669	284,500	284,500
Total Fixed Asset Expenditures		0	44,669	284,500	284,500
STATEMENT OF CHANGES IN NET ASSETS - UNRESTRICTED					
Income (Loss) Before Contributions & Transfers		(98,458)	(141,949)	(226,951)	(226,951)
4802	Interfund Transfers Out - to Funds 2AA-299	0	0	(8,894)	(8,894)
Changes to Reserves - Encumbrance - (Inc)/Dec.		(81,630)	(355,996)	0	0
Changes to Reserves - Net Assets - Reserved (Inc)/Dec.		(584,024)	561,920	0	0
Changes to Reserves - Net Assets, Invested in Capital Assets, Net of Related Debt (Inc)/Dec.		61,290	16,062	(136,500)	(136,500)
Changes to Reserves - Inventory of Material & Supplies - (Inc)/Dec.		(2,325)	2,325	0	0
Increase (Decrease) in Net Assets - Unrestricted		(705,147)	82,362	(372,345)	(372,345)
Net Assets - Unrestricted - Beginning of Year		759,027	53,880	372,345	372,345
Net Assets - Unrestricted - End of Year		53,880	136,242	0	0

*Note - Net Operating Loss is overstated in the 2006-07 Proposed and Approved Budget columns due to budgeted fixed asset expenditures that will be capitalized at year-end.

**Note - Loss Before Contributions and Transfers is overstated in the 2006-07 Proposed and Approved Budget columns due to budgeted fixed asset expenditures that will be capitalized at year-end.

***Note - Replacement equipment is financed by funds generated through depreciation expense. Additional equipment and excess replacement cost over depreciation are financed by contributions from the County General Fund.